

 Environmental Health and Safety TITLE: Purchasing Controlled Substances	Effective Date: 05/22/2018	Instruction Number: EHS_SOP350_INST002
	Revision: 0	Page 1 of 3
	Approved by Date:	

1. APPLICABILITY

Access to controlled substances (CS) must be kept to an absolute minimum number of specifically authorized users who are under the supervision of the registrant. CS must have at minimum two levels of security.

2. PROCEDURE STATEMENT

Controlled substances are ordered from a vendor or agency licensed to sell/dispense them.

3. DEFINITIONS

CS: Controlled Substances.

4. RESPONSIBILITY

Prior to placing an order for purchasing CS, a Florida Exemption Letter and the DEA Registration must be obtained and kept up to date.

All purchases of CS must be approved by the HSC Safety Coordinator before your department's purchaser submits the order. The HSC Coordinator will review and sign the departmental purchase order form for approval and then return it to the department's purchaser. It is a violation of the UCF Possession of Prescription Drugs and Controlled Substances Procedure to procure CS without approval from Environmental Health and Safety (EHS).

Not submitting a copy of the departmental purchase order form will hinder the purchasing process until corrective actions are met, if items on the CS inspection checklist remain outstanding. Purchasing will not be able to process purchase orders without EHS approval. EHS involvement will ensure that recordkeeping is in compliance and all CS are accounted for.

5. ASSOCIATED DOCUMENTS

Not applicable.

6. INSTRUCTION

Purchases of Schedule I and II CS and Using DEA Form 222:

The registrant may only order Schedule I and II controlled substances as authorized by their current DEA Registration. A DEA Form 222 must be submitted with any Schedule I and II orders. If more than ten (10) line items are ordered, an additional DEA Form 222 must be used. If any errors occur while filling out the forms, all copies must be voided and retained with the registrant's controlled substances records. The purchaser must submit Copy 1 and Copy 2 of the DEA Form 222 to the supplier. Copy 3 must be kept in the PI's CS Manual. The supplier will retain one copy of the DEA Form 222 for his or her files and forward Copy 2 to the Special Agent in charge of the Drug Enforcement Administration in the area where the supplier is located.

Completing DEA Form 222 Blue Copy:

The purchaser must record on Copy 3 of the DEA Form 222 the number of containers received on each item and the dates on which the containers have been received by the purchaser.

Note: DEA Form 222 is not required for purchase of Schedules III to V.

7. RECORD KEEPING

A copy of the purchase order and DEA Form 222 (if applicable) must be kept in the CS Manual.

8. DISTRIBUTION

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9. REVIEW

	Name	Signature	Date
Coordinator			

10. DOCUMENT HISTORY

Date	Revision number	Author	Modifications
04/26/2018	0	Casey Brock	Format based on EHS_SOP001